

ODP 0-343

MAR 1980

MEMORANDUM FOR: Career Management Office, DDA

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: Awareness Training Program

REFERENCE: Your memo, dated 10 March 1980,
same subject.

1. The Office of Data Processing is pleased to nominate the following individuals in support of subject training program:

	<u>Name</u>	<u>Grade</u>	<u>Dates Desired</u>
STATINTL	Mr. [REDACTED]	SIS-2	30 April-2 May 1980
	Mr. [REDACTED]	SIS-2	16 June-18 June 1980
	Ms. [REDACTED]	GS-14	28 May-30 May 1980
	Mr. [REDACTED]	GS-10	16 June-18 June 1980

2. Although your memorandum requested one alternate, we have elected to select two because of the interest shown in the scheduled programs. Ms. [REDACTED] serves on the Management Staff and Mr. [REDACTED] is a black employee in our Logistics Section. We would appreciate it if one or both of the alternates could participate in this worthwhile program on the dates indicated.

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/s/ Bruce T. Johnson

Bruce T. Johnson

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STATINTL

ODP # 1-285
10 March 1980

D/ODP-
FYI

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Security
Director of Training
Chief, Information Services Staff

FROM: STATINTL

[Redacted]
Career Management Officer, DDA

SUBJECT: Awareness Training Program

REFERENCE: DCI Memo to Deputy Directors and Chairman, E
Career Service, dtd 4 March 1980; Same
Subject

1. At the request of the DCI, the Directors of Training and EEO have developed an Awareness Training Program for Senior Intelligence Service officers and other managers. The objective of this training is to increase the managers' awareness of his or her own perceptions of minorities and women, and of the impact of these perceptions on the Agency's mission.

2. Four separate contractors have been selected to present pilot sessions of this training at the [Redacted] as noted below:

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[Redacted]
16 Apr - 18 Apr 1980
30 Apr - 2 May 1980
28 May - 30 May 1980
16 Jun - 18 Jun 1980

The Directorate of Administration has been invited to nominate five managers to attend each session. Although the program is designed for SIS officers, offices are specifically asked to include women and minorities. This may require nominations from grades outside the SIS.

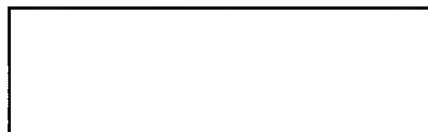
SUBJECT: Awareness Training Program

3. Each addressee is asked to nominate two principals and one alternate to attend one of the sessions. Insofar as possible, we will attempt to honor requests for specific sessions. However, in view of the request to create the desired class mix, it may not be possible in all instances. Participants will be advised of dates they are scheduled to attend as soon as all nominations have been received and coordinated with the Office of EEO.

4. It would be appreciated if you would have your Training Officer submit a Form 73, Request for Internal Training, for each nominee to Mr. [REDACTED], Senior Training Officer/DDA, Room 7D-18, Headquarters Building by 26 March 1980.

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Attachment:
Cy of Ref

Executive Registry
80-511/2

4 MAR 1980

MEMORANDUM FOR: Deputy Director, National Foreign
Assessment Center
✓Deputy Director for Administration
Deputy Director for Science and
Technology
Deputy Director for Operations
Chairman, E Career Service

FROM : Director of Central Intelligence

SUBJECT : Awareness Training Program

1. I have asked the Directors Training and EEO to provide awareness training for the Senior Intelligence Service and other managers. It is the objective of this training, to increase the managers' awareness of his or her own perceptions of minorities and women, and of the impact of those perceptions on the Agency's mission.

2. Four separate contractors have been selected to present pilot sessions. Please nominate five managers for each, in accordance with the attached instructions. I will attend one of the sessions myself.

/s/ STANSFIELD TURNER

STANSFIELD TURNER

Attachment

AWARENESS TRAINING PROGRAM

BACKGROUND

Objective: To increase students' awareness of their own perceptions of minorities and women, to analyze personal attitudes in these relationships, with emphasis on the effect of those attitudes and perceptions (including prejudices, stereotypes, and discrimination), in management behavior and action.

Schedule: Four contractors, each with a different training approach, will run their sessions [REDACTED] STATINTL

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[REDACTED]
16-18 April
30 April-2 May
28-30 May
16-18 June

Classroom time varies from 2 to 2 1/2 days.

NOMINATING INSTRUCTIONS FOR EACH DIRECTORATE

Students: The programs are designed for SIS officers; however, course designers have asked for a class mix to include women and minorities. This will require nominations from grades outside the SIS. Someone from the Office of EEO will contact the Senior Training Officer to assist in creating the desired mix.

Course designers also suggest that you not nominate a manager and his or her immediate subordinate for the same class.

Registration: Deadline for nomination is two weeks prior to beginning of course. Each Directorate should nominate five students, and an alternate for each.

Please submit all nominations on Form 73 to: STO/DDA, 7D-18/Hqs. Bldg.